



JOB ANNOUNCEMENT

Open to the Public

OPEN DATE: October 20, 2021

CLOSE DATE: Open Until Filled

JOB TITLE: Driver/Custodian (Las Vegas) (Temporary)

PAY RATE: \$11.50/hour

DIVISION: Senior Center

SCHEDULE: Monday – Friday
11:30am – 3:30pm

JOB SUMMARY:

Performs under the direct supervision of the Senior Center Manager, Assistant Senior Center Manager, Community Services Director, or designee. Maintains the facility to ensure a clean and suitable environment for Senior Center participants, staff, and visitors. May provide transportation for senior adults to and from their homes to local Senior Citizen Centers, shopping, and appointments. May assist in the delivery of meals to qualified homebound senior citizens.

DUTIES AND RESPONSIBILITIES:

- Be familiar with areas where residents are served (Pecos, Las Vegas, San Miguel and surrounding areas).
- Ability to operate a public passenger vehicle.
- Must meet all licensing and regulatory requirements of the State of New Mexico, and the City of Las Vegas related to the operation of a public passenger vehicle.
- Attends to special needs of passengers.
- Responsible for maintaining any/all checklists and logs associated with the position.
- Performs daily, weekly, or monthly cleaning to include: floors, dusting, mopping, sweeping, vacuuming, and cleaning restrooms.
- Performs daily, weekly, or monthly maintenance on window, as needed.
- Assists in daily, weekly, or monthly maintenance on walls or other interior surfaces, including wiping, dusting, vacuuming, or other cleaning processes.
- Assists in daily or weekly trash gathering and removal. Moves recyclables to designated collection points.
- Maintains trash containers per schedule or orders.
- Performs other duties as required.

MINIMUM JOB REQUIREMENTS:

- High school diploma or general education degree (GED).
- One or two years related experience and/or training; or equivalent combination of education and experience.

SPECIAL REQUIREMENTS:

- Must possess and maintain an insurable New Mexico Class D Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to operate a public passenger vehicle safely and efficiently.
- Ability to use radio communication equipment.
- Ability to understand and at all times follow safe operating standards when operating the vehicle and in assisting passengers and to enforce safe behavior on the part of passengers.
- Ability to perform minor maintenance tasks related to carpentry and painting.
- Ability to understand and effectively carry out oral and written assignments.
- Some knowledge of tools, methods, and materials in general maintenance work.
- Knowledge of building cleaning practices, supplies and equipment.
- Knowledge of basic building maintenance practices.
- Knowledge and ability to satisfactorily learn within three months of employment, mechanical and technical data regarding passenger transportation vehicles to a level where communication of problems and specifications can be made.
- Using excellent customer service skills, establishes and maintains effective working relationships with other employees, officials, and all members of the general public.
- Considerable knowledge of State and Local Traffic laws signs and signals.
- Knowledge of emergency procedures for transit system vehicles.
- Ability to relate with general public in a safe and courteous manner and ability to handle difficult interpersonal situations.
- Ability to understand transportation schedules and daily operations.
- Ability to work as part of a small team requiring close cooperation with the Manager, and other Senior Center staff.

WORK ENVIRONMENT:

- Work is performed indoors and outdoors.
- Noise level is usually moderate to loud and can become extremely loud.
- While performing the duties of this job, the employee is regularly required to stand, sit, use of hands to handle, or feel, reach with hands and arms, and talk or hear.
- Regularly required to lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds.

NOTE: This position is subject to drug testing both pre-employment and random as set forth in the City of Las Vegas Drug Policy.

APPLICATION PROCEDURE – Interested applicants must submit a City of Las Vegas Employment Application.

The employment application is available at:

http://lasvegasnm.gov/departments/human_resource_department

Application Materials can be sent to: Human Resources Department
1700 N Grand Avenue
Las Vegas, NM 87701

OR send via email to: consuelo@lasvegasnm.gov